

# **Privacy Policy**

## **Handling of Personal Information by Family House**

Family House (hereinafter referred to as “FH”) genuinely recognizes that activities of FH stand on great support and cooperation from you all. Under FH principle of respecting individuality, FH strives to respond to trust extended from you, through handling of Personal Information acquired by FH in the course of its business, as follows:

### **1. Specifying Purposes of Use of Personal Information and Use thereof**

When FH collects Personal Information, FH shall ensure to specify the purposes of use, and to have you provide Personal Information to FH at your own will.

In addition, FH shall not use Personal Information for the purposes other than so specified by FH without your consent.

### **2. Provision of Personal Information to Third Parties**

FH shall not provide Personal Information to any third parties without your consent.

### **3. Disclosure, Correction , Addition, or Cessation of Use (Deletion) of Personal Information**

FH shall make disclosure, correction, addition or utilization cease (deletion) of Personal Information at a request only when FH confirms that the request is made by the principal of the Personal Information with a legitimate reason.

### **4. Exclusion from Application**

The provisions under the preceding three paragraphs shall not apply to those cases set forth in the following; (i) cases in which laws or regulations stipulate otherwise and (ii) cases in which there is a need to protect a human life, body or fortune and when it is urgent and inevitable.

### **5. Compliance with applicable Laws, Regulations and Guidelines, etc.**

FH shall properly handle Personal Information in compliance with Act on the Protection of Personal Information and related guidelines.

### **6. Security Control Action**

To prevent the leakage, loss or destruction of Personal Information, FH shall take strict security control measures based on its Personal Information Protection Rules. When FH inevitably outsources the handling of Personal Information in the course of its operation, FH shall monitor the entity concerned to ensure that appropriate measures are taken to protect Personal Information.

### **7. Contact Information**

If you have any question or uncertainty about the handling of Personal Information by FH, please contact to the following:

Secretariat of Certified Nonprofit Organization Family House

Tel: +81-3-6206-8372

## **Handling of Personal Information relating to Cooperation Activities: Membership Fees, Donation and Volunteer Activities**

FH shall strictly manage and protect Personal Information that is acquired during the course of your cooperation activities such as membership fees, donation and volunteer activities, and handle it as follows:

### **1. Purpose of Use of Personal Information**

Personal Information acquired as stated above shall be used only for the purpose of public relations activities and collection of donations carried out by FH, as itemized below. In addition, FH shall not use Personal Information for the purposes other than so specified below without your consent.

- To record the result of cooperation activities by members, donators and volunteers.
- To deliver receipts, appreciation letters, financial statements, and activity reports.
- To deliver information or make requests about membership fees, donations and volunteer activities.
- To provide people concerned with important information.

### **2. Provision of Personal Information to Third Parties**

FH shall not provide Personal Information to any third parties without your consent.

### **3. Disclosure, Correction, Addition or Cessation of Use (Deletion) of Personal Information**

FH shall make disclosure, correction, addition or utilization cease (deletion) of Personal Information at a request only when FH confirms that the request is made by the principal of the Personal Information and if it is related to correction, addition or utilization cease (deletion) there is a legitimate reason.

### **4. Exclusion from Application**

The provisions under the preceding three paragraphs shall not apply to those cases set forth in the following; (i) cases in which laws or regulations stipulate otherwise and (ii) cases in which there is a need to protect a human life, body or fortune and when it is urgent and inevitable.

### **5. Compliance with applicable Laws, Regulations and Guidelines, etc.**

FH shall properly handle Personal Information in compliance with Act on the Protection of Personal Information and related guidelines.

### **6. Security Control Action**

To prevent the leakage, loss or destruction of Personal Information, FH shall take strict security control measures based on its Personal Information Protection Rules. When FH inevitably outsources the handling of Personal Information in the course of its operation, FH shall monitor the entity concerned to ensure that appropriate measures are taken to protect Personal Information.

## **Contact Information**

Secretariat of Certified Nonprofit Organization Family House

Tel: +81-3-6206-8372

Fax: +81-3-3256-8377

## **Handling of Personal Information of Users of FH Services**

FH shall strictly manage and protect Personal Information that FH acquires from the users of FH services, and handle it as follows:

### **1. Purpose of Use of Personal Information**

Personal Information acquired as stated above shall be used only for the purposes of the activities carried out by FH as itemized below. In addition, FH shall not use Personal Information for the purposes other than so specified below without your consent.

- To register the usages of FH services.
- To determine whether to accept an application for FH services or not.
- To provide users with necessary cares.
- To provide users with important information.

### **2. Provision of Personal Information to Third Parties**

FH shall not provide Personal Information to any third parties without your consent.

### **3. Disclosure, Correction, Addition or Cessation of Use (Deletion) of Personal Information**

FH shall make disclosure, correction, addition or utilization cease (deletion) of Personal Information at a request only when FH confirms that the request is made by the principal of the Personal Information and if it is related to correction, addition or utilization cease (deletion) there is a legitimate reason.

### **4. Exclusion from Application**

The provisions under the preceding three paragraphs shall not apply to those cases set forth in the following; (i) cases in which laws or regulations stipulate otherwise and (ii) cases in which there is a need to protect a human life, body or fortune and when it is urgent and inevitable.

### **5. Compliance with applicable Laws, Regulations and Guidelines, etc.**

FH shall properly handle Personal Information in compliance with Act on the Protection of Personal Information and related guidelines.

### **6. Security Control Action**

To prevent the leakage, loss or destruction of Personal Information, FH shall take strict security control measures based on its Personal Information Protection Rules. When FH inevitably outsources the handling of Personal Information in the course of its operation, FH shall monitor

the entity concerned to ensure that appropriate measures are taken to protect Personal Information.

In addition, please be advised that FH may disclose Personal Information based on a referral from police, bar associations, relevant hospitals or organizations that run accommodation facilities, only when FH finds such disclosure legitimate and appropriate.

**Contact Information**

Secretariat of Certified Nonprofit Organization Family House

Tel: +81-3-6206-8372

Fax: +81-3-3256-8377